29 MAY 1961

Chief, Records Management Staff

25X1 [redacted] Records Analyst, RMS

Records Maintenance and Working Procedures of the Badge Office, Office of Security

1. Problem

   a. To imporve the processing procedures for the issuance of Agency Building Passes and Credentials.

   b. To improve the maintenance of Badge files related to the preparation and issuance of Agency Building Passes and Credentials.

   c. To select filing equipment most appropriate to house the Badge files in the New Agency Building.

2. Facts Bearing on the Problem

   a. The Office of Security requested Records Management Staff to assist with the procurement of an Elevator File to house the Badge File.

   b. Six types of Filing equipment were compared and the results forwarded to the Office of Security along with the suggestion that the badging system be reviewed for possible improvement to the system.

   c. All Agency employees are being rephotographed in color and will be issued a colored photograph BuildingPass prior to moving into the New Agency Building.

   d. The Office of Security, Badge Office, proposes to bring all documents relating to the issuance of each Building Pass or other credential together into a single file and file system.

3. Assumption

That rephotographing of Agency employees and changing photographs in building passes and credentials from black and white to color will not materially affect the procedures of issuing these passes and credentials or normal file maintenance.

4. Discussion

a. The Badge Office issues, in addition to the Building Pass, ten other permits, passes and credentials which includes Cover Identifications for the Central Cover Division of DD/P. These credentials are issued to Staff employees, Staff Agents, Guards, GSA Labor and Char Force Personnel, Commercial Vendors and Visiting Dignitaries.

b. New employees reporting for duty are classified into two categories for EOD processing purposes;

1. Clerical Personnel who report to the Badge Office in groups and are processed by the production line technique.

2. Professional Personnel who report individually to the Badge Office and are normally processed and given a Building Pass immediately. Processing by the Badge Office includes being photographed for the pass or credential, being finger printed, receiving a security indoctrination, and signing a secrecy agreement.

c. Processing of Clerical Personnel was found to be greatly accelerated due to a time element caused by the fact that the Badge Office must do the complete processing from 1 - 5 PM on Monday of each week. This time element remains the same regardless of number of personnel to be processed.

d. New personnel are required to fill out forms upon arrival at the Badge Office and are directed to a reading room to read the Security Regulations. During this reading period, they are interrupted on an average of 3 times to be photographed, finger printed and for indoctrination lectures. Their comprehension of regulation content is undoubtedly affected by these interruptions.

e. Processing of clerical personnel requires all members of the Badge Office to participate. In addition, two Photographers from the Printing Services Division, who do the actual photography work, assist with the processing of new employees. Processing could be substantially speeded up by the addition of another finger print table.

An analysis of the procedures and file maintenance systems in the Badge Office indicates that filing and finding material is not the major problem. The main problem is that of efficient handling of personnel who report to the office to be badged. The main file problem is being solved by the office. Their proposal of bringing individual files together in a single package limits most file searches to one file series.

f. Approximately 75% of the time of the three persons in the office is consumed by services to the customer as opposed to filing. Normally, one individual does not process a case in its entirety, but only completes a certain portion of the processing cycle. This method of processing is most appropriate and is enhanced by each individual being capable of performing more than a single task. Versatility is a requirement in the office since work volume fluctuates and each employee cannot be assigned to a given task that requires a full eight hour day.

g. Due to the type of service performed and the unpredictable work volume, an elevator file requested by the office would not hinder production or customer service to any appreciable extent. An elevator file would also not help the office to give better or faster service but would merely serve as a file storage unit. Supply Division, Office of Logistics had a surplus elevator file which the office agreed to use on a trial basis. This file, however would not hold an appreciable volume of the file. The cost of procuring new trays for the unit also made the trial application unattractive.

h. Current plans are that colored photographs will be placed in the Official Personnel Folder and the Security Case File. Additional black and white photographs will also be made available to Support elements of DD/P and Administrative Offices of the DD/I and DD/S Areas. The Office of Personnel obtained specifications and price estimates from local Office Supply Representatives on a photo holding device into which the photo will be placed for housing within the case files.

i. The formal issuance of a credential takes place when the individual concerned receipts for the credential on an IBM card. This receipt is then filed alphabetically by name. The receipt is not cancelled when the credential is turned in for temporary storage by the Badge Office, however, the individuals name is deleted from the register of "Credential Holders" when departing Headquarters for an overseas assignment. When the credential is returned to the employee a new receipt is not required.

j. The IBM Card which is the Official record of credentials issued is not prepared for all types of credentials. They are prepared, however, on a majority of the credentials issued. The IBM Card theoretically serves two purposes; a. That of an official record and receipt of credentials issued, and b. a record of security violations which are recorded on the back of the cards. The fact that security violation information is recorded here engages badge office personnel in this activity which is not functionally nor organizationally a responsibility of the office.

5. Conclusions

a. The processing of new employees as well as daily office routine can be improved by rescheduling work activities and making better use of the production line technique.

b. A standard Credential Request Form can be used as authority to prepare and issue all types of credentials.

c. Agency Employees should be required to receipt for credentials each time they are issued to them and should not continue to be charged for a given credential when it is not in possession of the employee.

d. The need for photographs by Agency Operating Officials is more applicable to Support elements of the DD/P.

e. The Badge Office has no functional or organizational responsibility for security violations of other Agency employees.

f. Filing equipment best suited to the Badge File is the IBM Card Cabinet. This conclusion is based on unit cost, unit capacity, floor space requirements, and the filing situation.

6. Action Recommended

a. That the proposed processing procedure for issuing building passes to new Agency employees be put into effect together with a new time schedule to allow the Badge Office more time for processing. (See Attachment A and Exhibit 1.)

b. That a single Credential Request Form become the Badge Office Record of Credentials issued, that it be used as authority to re-issue credentials to personnel returning from overseas, and that it be filed in the Badge File in lieu of the IBM Card. (See Attachment B.)

c. That all employees be required to receipt for credentials each time a credential is obtained, that the receipt be cancelled when the credential is returned, and that an individual name not be deleted from the Register of Badge holders upon the occurance of an overseas assignment. (See Attachment C.)

d. That the Office of Personnel be required to substantiate their requirements of employee photographs in writing to the Office of Security and the Badge Office continue to supply black and white photographs to the DD/P Support elements on an individual request basis. (See Attachment D.)

e. That the Recording of Security Violations on the Badge File Card be discontinued and facilities for making violations a matter of record be established in the Security Records Division. (See Attachment E).

f. That each employee Badge Envelope be identified by means of a label affixed to the envelope as opposed to identification by means of a card inserted in the envelope. (See Attachment F).

g. That one colored photograph of each Agency Employee be deposited as a vital record. (See Attachment G).

h. That the Central Badge File be housed in IBM Card Cabinets. (See Attachment H).

[redacted] 25X1

Annexes:

- Tab A - Processing Procedures and Work Flow
- Tab B - Credential Requests
- Tab C - Receipting for Credentials
- Tab D - Photographs for Case Files
- Tab E - Recording Security Violations
- Tab F - Identification of Employee Badge Envelope
- Tab G - Vital Materials
- Tab H - Filing Equipment
- Tab I - EXHIBIT 1 - Present and Proposed Badging Procedures
- Tab J - EXHIBIT 2 - Credential Request Form
- Tab K - EXHIBIT 3 - Equipment Comparison

Concurrence: 29 May 1961

25X1 [redacted]
(Signature)

Chief, Records Management Staff

Approved: ____________
(Date)

____
(Signature)

SECRET

Chief, Physical Security Division
(Title)

A

ATTACHMENT A

PROCESSING PROCEDURES AND WORK FLOW

Processing charts depicting the present procedures for badging new personnel and a modification of the procedure developed after studying the system are attached as EXHIBIT 1. The processing of new employees for issuance of a building pass is the largest single group of personnel processed by the Badge Office at a given time. The survey of the procedures for servicing this group of personnel and other smaller groups showed this to be the area where improvements more advantageous to the office than filing equipment could be made. Observing employee processing procedures in operation resulted in the determination that actual filing and finding material is secondary to the efficient handling of would-be badge and credential holders.

The initiation of the badging process begins with the Office of Personnel which directs the new employee to the Badge Office with a request for the Building Pass. This action occurs in the afternoon of the employee's first day on duty. The morning of the first day on duty is set aside for the new employee to complete certain Entrance on Duty Papers. The time thus allowed to the Badging Office is limited to one-half day. The three people assigned to the Badging process have on occasion remained after normal working hours when employees processed exceeded 40 to 50 in number.

The work load in the Badge Office is increased substantially from May through August due in part to the employment of "Summer Only" employees. "Summer Only" employees normally are scheduled for processing on Tuesdays and Thursdays and regular new employees on Mondays. Other smaller groups are scheduled on other days of the week. Approximately 70% of the internal Badge Office processing can be completed after the new employee has been photographed, finger printed, and has returned to the Office of Personnel. This internal processing is scheduled for those periods during the week not set aside for the initial processing phases of specific groups. The primary purpose of the schedule then is for the convenience of the employee (to limit the number of required trips to the Badge Office) as well as work-planning in the Badge Office.

25X1 Discussions with [redacted] Chief, Interim-Assignment Section, Office of Personnel, pointed up the need for having new employees complete Entrance On Duty papers on the first day or at least prior to being processed by the Badge Office. Completing Entrance On Duty Papers normally requires 3-4 hours depending upon group size. New employees are then directed to the Badge Office for the remainder of the day. The remaining four days of the first week on duty are allocated to other appointments for new personnel, such as Medical, Cover, the Polygraph interview, etc.

The attached revised EOD processing procedure proposes that the Interim Assignment Section, Office of Personnel, schedule processing activities to engage new employees for the full 8 hours of the first day on duty. This would include completion of the Credential Request Form to be subsequently presented to the Badge Office. New employees would then report to the Badge Office in the morning of the second day and could proceed immediately with the normal processing as opposed to taking time to complete several forms after arriving at the Badge Office.

The revised procedure would allow new employees uninterrupted time to read and absorb Security Regulations and aid the badging procedure by increased efficiency in the production line technique. The revised procedure also would eliminate the necessity of preparing duplicate IBM Cards which is now done to provide the Machine Records Division with a card for preparing the listing of Agency Badge Holders.

Discussions with Badge Office Personnel resulted in no evidence that a new employee must read the Security Regulations, be photographed for a Building Pass and be Finger Printed on the first day on duty. There is reason to believe that reading Security Regulations the second day may have merit in that the apprehension caused by a new job will have moderated by the second day, thus enabling the employee to comprehend more fully Regulation content.

ATTACHMENT B

B

CREDENTIAL REQUESTS

The Badging System includes in addition to Building Passes the following credentials which may be issued to Agency and Non-Agency personnel.

a. Special Priviledge Security Pass
b. Limited Pass
c. Contact Credential
d. Temporary Contact Credential
e. Contact Credential In Alias
f. Employee Identification Card
g. Courier Credential and Fire Arms
h. GSA Badges
i. Security Safe Technician Badge
j. Cover Identification

These credentials are valid for varying periods of time and requests for the above can originate in any office with the exception of g through i. Requests for credentials identified as g through i normally originate in one of three offices. Ordinarily the requests for a through f must be in memorandum form. Requests received by the Badge Office vary as to justification and memorandum content. Length of the justification varies from 1-2 paragraphs to over 1 page in length.

Papers documenting the issuance of these credentials are varied and maintained under several different systems. These varied types of credentials and systems pose problems to Badge Office personnel when an individual returns to pick-up the finished product. Most individuals through habit and ignorance refer to credentials as badges. The question presented to the Badge Office employee, is then, what type of credential is requested. Several vaguely related questions may be necessary as a security conscientious employee will not ask if the credential is a cover type since the requestor may not be an Agency employee. If the Badge Office operated on a strict name basis the problem would be less prevelant.

An added precaution would be the standardization of data on a Credential Request Form which could be used for most of the different types of credentials issued. A proposed request form is attached as EXHIBIT 2. Use of such a form would provide the Badge Office with standardized information on most requests for credentials, serve as the basic records from which the IBM cards and listings are ultimately prepared, and used with the proposed scheduling system will speed-up processing of EOD's by the Badge Office.

The Badge Office provides a service and is primarily concerned with data needed to prepare a credential as opposed to the justification for it. The decision on whether or not an individual shall be issued a type of identification is made elsewhere in the Office of Security therefore a properly executed and standard type of request will meet the record requirement of the Badge Office.

The standard credential request will replace a duplicate copy of the IBM card which is now prepared for the Badge Office by the "K" Building Printing Plant. All data needed to process an employee will be entered on a single card as opposed to several that are now used; i.e. a 5" x 8" Credential Request, an unnumbered Physical Description Form, and a Camera Operators Certificate. The request can be partially completed prior to the individuals arrival at the Badge Office thus saving actual processing time at the Badge Office. This request form could also with approval by the Office of Security be used in lieu of a visitors pass for those people reporting to the Badge Office to be processed since it includes that information requested on a visitors pass.

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ATTACHMENT C

RECEIPTING FOR EMPLOYEE BUILDING PASSES OR OTHER CREDENTIALS

Each Agency employee is required to date and place his signature upon an IBM card upon initial receipt of the Building Pass. This procedure was instituted to prevent misuse, abuse or willful destruction of the Badge and to impart a sense of responsibility to the employee for the pass. The original receipted cards are then held by the Badge Office until the pass is obsolete, mutilated, or received by the Office as a result of employee resignation or death.

Passes and Credentials are also returned to the Badge Office for safe keeping while the employee is on assignment away from the Headquarters Area but the receipt is not cancelled. The employee continues to be charged, on record, for the Badge while on a PCS a TDY assignment. When the credential is re-issued to the employee again no receipt is required. Employees arriving at Headquarters on TDY Assignments may pick up their passes temporarily and are not required to receipt for them. This temporary return of the badge to the employee is noted in a log book by employee's name.

Upon receipt of these turned in passes and credentials the Badge Office prepares a new IBM card reflecting the duty status of the employee. This card is subsequently forwarded to the Office of the Comptroller and is a notification that the name of the employee should be deleted from the next register of badge holders. Upon return of the Employee to Headquarters the name is added to the register again after notification from the Badge Office by means of another IBM card.

No evidence could be found which established a need for these deletions and additions to be made. There are no known security implications inallowing the name to remain on the register while the employee is serving overseas. While the badge is being held temporarily by the Badge Office the employee is a legitimate badge holder and may retrieve the badge upon presentation of a properly signed request upon his return to Headquarters.

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PHOTOGRAPHS FOR CASE FILES-OFFICE OF SECURITY-PERSONNEL-AREA DIVISIONS, ADMINISTRATIVE OFFICERS

The Badge Office supplies a copy of each employee photograph to the Security Case File and the Official Personnel Folder. Extra Photos are supplied to Area Divisions of DD/P upon request from the Division. The Badge Office is also considering giving black and white photographs to Administrative Officers throughout the Agency upon request.

The Printing Services Division, Office of Logistics, initally sends extra photos to the Badge Office for these supplemental uses. Upon receipt of the entire photo package from the Printing Plant the Badge Office immediately directs 1 copy of each photo to the Security File and the Official Personnel Folder. The remaining photos plus the film negative is then placed in file in the Badge Office. Area Divisions then wanting photographs may come to the Badge Office and pull these photographs or submit a request which will be filled by Badge Office Personnel.

At the time of this survey no formal request for photos from the Office of Personnel was on file in the Office. [redacted] Record Services Division, Office of Personnel, who is currently soliciting commercial vendors for a photograph holder to be inserted in case files was of the opinion that a formal request for photographs would be made to the Office of Security. His impression was that it would come from the Director of Personnel

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A canvass of the Area Divisions resulted in mixed feelings concerning the need of the photograph for their area. EE Division, for example, was under the impression that they would receive a complete set of photos for their personnel whether they specifically requested them or not. NE Area could see no need for a complete set of photos but rather wanted to request photos as needed. This need would be consistant with the arrival and departure of Division personnel. Photos on personnel departing from the Division would be destroyed automatically. NE did not see a need for colored photographs for their use.

The need for placing a photo in each Security Case file must be considered in relation to the fact that the Badge Office is part of the Office of Security and that the Office does have access to the photos of all employees at all times. The office pointed out, however that time was saved when the need for a photo arose with the review of a file and the photo was already in the file. They agreed that the work load would be increased initially to insert the photo insert or holder in the case file, but felt that it would eventaully become just another item for file since the new photos would merely be inserted in the folder. Statistics on specific instances when photographs were actually needed in conjunction with a file review were not available, however, it is considered to be a part of the identification process.

photo will probably dimish. Each color print now costs 0.16¢ each. To supply both the Official Personnel Folder and the Security Case file with a new colored photo will cost approximately [redacted] The photo or insert holder will cost approximately 0.11¢ each or [redacted] for each office. A total cost of [redacted] will be expended then for this project which does not include the clerical filing time nor maintenance after the system is established.

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The clearest justification found in the survey for an extra copy of the employee photograph is that of the Area Divisions of DD/P. Division Chiefs whose employees are overseas for several years at a time could make use of the photo in planning future assignments.

ATTACHMENT E

SECRET

RECORDING OF SECURITY VIOLATIONS ON IBM CARD

Security violations reported to and investigated by the Office of Security are recorded on the back of the Badge IBM card of the employee concerned. Recorded information includes the date and nature of the violation. These violations are usually backed up by memorandums of conditions and circumstances in the employee's case file. Recordings to the cards are made by employees of the Survey Branch, after normal working hours.

Some inquiries about security violations are directed to the Badge Office where employees give either a negative or affirmative reply. Types of violations recorded include stolen and lost badges, open safes, leaving classified material out or unprotected, etc. A random sampling of several hundred cards indicated that 75% of the violations recorded did not pertain to the Badge or other identifying credentials, rather the IBM card simply served as a convenient place to record the date. The original intent of recording such violations or the IBM card was to develop a system to permit easy manipulation of the data for statistical and survey purposes. In fact it has never served this purpose.

The Survey Branch now keeps copies of reports of violations which include violations incurred by personnel both in Headquarters and Overseas. Additional copies of reports of violations are reportedly placed in the individual Security Case Files. Statistical information needed could be obtained for example by filing together all reports of violations of a given type or nature for a given time period. A homogeneous grouping of the original report would better serve the needs of the Office of Security than does the alphabetically arranged IBM Card.

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ATTACHMENT F

IDENTIFICATION OF EMPLOYEE BADGE ENVELOPE

Several files now exist in the Badge Office where materials acquired as a result of issuing passes are filed as the record of individual transactions. The Badge Office plans to bring these various files together into an alphabetical file where all materials will be filed together in an envelope. Contents would include the extra photographs, film negative, IBM card and occassionally the pass itself.

Identification to the envelope and contents would be by the inserted IBM card with the employee name appearing in the upper left hand corner. Should the card become separated from the envelope a badge number appearing on the card would then need to be matched with the number appearing on the Photograph. This matching process would necessitate the removal of the photograph from the envelope for this purpose.

IBM cards are now prepared on individuals for these reasons:

a. Overseas Assignment

b. Reassignment to Headquarters

c. Granting or Cancellation of access to certain restricted areas.

d. Name Change

Preparation of cards for the above reasons requires that the old card be removed and the new inserted after preparation. Volume of business normally precludes the complete processing of a single case before beginning a new one.

Chances of IBM cards becoming separated from the proper envelope are relatively high during a normal day's business and would require considerable searching to match the card with the proper envelope.

ATTACHMENT G

VITAL MATERIALS

25X1 In conjunction with the survey and the rephotographing of all Agency Employees, a suggestion to make an extra photograph for Vital Materials was made to the former ARO, [redacted] [redacted] agreed with the proposal and passed the idea to Badge Office personnel who agreed and are planning to begin this deposit immediately. A review of the current Vital Materials Deposit Schedules does not show that such a deposit has been made before. 25X1

The deposit of a complete set of photographs would be a step to making positive identification in emergency situations. The problem of up-dating the file between photographing for re-badging purposes can only be accomplished by a maintenance program. This actually would require scheduling intermediate deposits to keep the file current with the arrival and departure of employees.

G

ATTACHMENT H

FILING EQUIPMENT

Files and record material related to the processing and issuance of building passes and other credentials is now stored in several pieces of filing equipment valued at $4514. Additional filing equipment valued at $1314. houses inactive material.

To select the most appropriate filing equipment for the Badge File comparisons of six types were submitted to the Chief, Physical Security Division, for consideration. Since the original review of filing equipment another called Rotor-File, a flat rotary type, was also investigated with [redacted] of the Physical Security Division. 25X1

Only two files of the seven considered meet requirements conditioned by equipment capacity, floor space available, cost, and equipment application to the filing situation. These two are the IBM card cabinet and the Elevator File. Card cabinets, the least expensive, would cost approximately $700. These cabinets could be set-up in a desk work-station arrangement to bring all files together into a certain location. For maximum working comfort bottom drawers could be left unused. The Office has found the card cabinet or safe somewhat of a nuisance due to limited accessibility of the bottom drawers and the need for pulling drawers open to gain access to files.

The Elevator file will cost approximately $4000. and will hold the present file capacity in one unit. Future expansion could however develop the need for another unit. The Elevator file will limit accessability to the file to one person at a time. Limited accessability would not normally cause a serious handicap since filing in the office is not a full 8 hour a day requirement. Another feature of the Elevator File is the motor driven shelves which brings material or files to a working height for the operator. The elevator file requires only a negligable amount of additional floor space in comparison with the card cabinets.

The survey of the functions of the Badge Office indicated that filing and finding material is not the major problem as related to efficiency of the office, instead it is the efficiency with which the processing steps of issuing a credential are carried out. The mechanical and automatic features of any type of filing equipment will therefore not assist the office in providing faster or better service to the customer. The general impression of efficiency which automatic or mechanically operated equipment gives to an office would be misleading in this particular application since the Badge Office could not make efficient use of the capabilities of the elevator file.

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Exhibit 1 - Part A

PRESENT BADGING PROCEDURE (EOD'S)

BADGE OFFICE

	Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
1.	Sends listing of EOD's to Badge Office.									
2.		Sends Pink Sheet (Security Clearance to Badge Office.								
3.										Checks Pink Sheet and assigns case number to Physical Description Form.
4.	Gives EOD completed Form 1326, Request for Credential. Directs EOD's to Building Guard. (1:00 P.M.)									
5.			Admits EOD on basis of Request For Credential Form and directs EOD to Building Receptionist.							
6.				Gives EOD Form 1530, Photograph Identification, and directs EOD to Badge Office.						

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Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
8.									Takes Form 1326 from EOD and gives EOD Security Processing Instructions Physical Description Form, Finger Print Chart, and Security Introduction Manual. In some instances Badge Office employee fills in Physical Description Form while EOD waits.
9.									Directs EOD to Reading Room and assembles Request Forms in Alphabetical Order. Gives to Photo Room.
10.					Calls EOD's in alphabetical order. EOD gives blank Form 1530 to Photographer who marks control number on 1530 and files on holder.				

	Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
11.						Photographs EOD and directs back to Reading Room.				
12.								Calls EOD's alphabetically and finger printed. (Approx. 2 min. each) EOD directed to Wash Room and back to Reading Room.		
13.								Finger Print Form, Physical Description Form to IBM desk.		
14.						Camera Form 1530 sent to IBM desk and combined with other forms.				
15.							EOD's called from Reading Room for Color photography. EOD's directed back to Reading Room.			

	Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
16.					EOD's given two Security briefings.					
17.					Female EOD's separated from males and given briefing by nurse.					
18.					EOD's instructed to read and sign Secrecy Agreement in presence of S/O employee, then dismissed.					
19.										IBM operator punches IBM card from forms completed by EOD. Checks an destroys Physic Description For Holds punched cards 2-3 days.
20.										IBM cards hand-carried to "K" Bldg., placed in sorter and arranged alphabetically. The duplicate cards punched.

	Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
21.										Duplicate cards sent to Machine Records Divisio for preparation of listing.
22.										Original IBM card held in File Room and matched with EOD forms awaiting return of photos from Printing Plant.
23.						Film removed from camera and sent to Printing Plant for processing. (Usually once-twice per week)				
24.										Prints, cards, negative film returned from Printing Plant. Negative film cut and matched with photos.
25.										Photos sorted into 4 sets: 1. Badge 2. Security Case File 3. Personnel Case File 4. Balance for Photo File

	Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
26.									Badges Laminated and placed in Hold File with IBM cards. (Lamination of 2 Badges per minute after initial preparation)	
27.										Finger Print Charts prepared and forwarded to FBI.
28.										Employee return to pick-up badge. Badge pulled from Hol File. Employee receipts for badge on IBM cards.
29.										IBM card filed alphabetically by employee nam in IBM Card Fil Extra photo placed in envelope and filed in Photo File.
30.										Finger print classification form returned from FBI and forwarded to Security Record Division.

Office of Personnel	Physical Security	Building Guard	Building Receptionist	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating	File
31.									Photos prepared and sent to Security Case file and Personnel Case file

NOTE: The above procedure does not include the daily work measurement (Statistical Information) recorded for reporting purposes.

Exhibit 1 - Part B

PROPOSED BADGING PROCEDURE (EOD'S)

BADGE OFFICE

EMPLOYEE PROCESSING

	Office of Personnel	Physical Security	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating Room	File Room
1.	Forwards listing of EOD's to Badge Office.							
2.		Sends Security Clearance sheet to Badge Office (Individual Sheets)						
3.								Check clearance sheets against listing and assigns Case Number to name on listing if clearance granted - Prepares Badge Envelope.
4.	Gives EOD's partially completed Credential Request Form. Plus 1 finger-print chart plus set of processing instructions and instructs EOD's to complete forms. Directs EOD to Badge Office Reading Room. (9:00 A.M.)							
5.			Gives EOD's Security Regulation Manual. Allows 45 minutes reading time.					

	Office of Personnel	Physical Security	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating Room	File Room
6.			EOD's instructed to read and sign Secrecy Agreement in presence of S/O employee.	) - Photographer prepares) - Name Plates.				
7.				EOD's called alphabetically for photographing. Camera operator keeps photo count on writing pad.	EOD's photographed in COLOR.			
8.						EOD's finger printed. (2 minutes each). Leaves finger print chart and Credential Request Form here. Employee directed to Wash Room and back to Reading Room.		
9.			EOD's given EOD briefings then dismissal.					

BADGE PREPARATION AND DOCUMENTATION PROCESSING

10.								IBM machine operator collects Finger Print charts and Credential Request Form and arranges alphabetically.
11.								Prepares IBM Cards and sends to Machine Records Division. Hold Credential Reques for forms awaiting finished photo from Printing Plant.

BADGE PREPARATION AND DOCUMENTATION PROCESSING

	Office of Personnel	Physical Security	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating Room	File Room
12.				Removes film from camera and forwards to Printing Plant for processing. (twice per week)				
13.								Finished prints plus Film Negatives received from Printing Plant and sorted into three sets. (1. for Badges) (2. for V.M.) (3. Balance for Badge File)
14.							Badges Laminated (2 per minute) and placed in Hold File pending pick-up by EOD.	
15.								Finger Print Charts prepared and sent to FBI.
16.								Employee picks up badge, receipts request form.
17.								Places Request Form Card with signature and extra photos in envelope - then files in Badge file.

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BADGE PREPARATION AND DOCUMENTATION PROCESSING

	Office of Personnel	Physical Security	Reading Room	Photo B & W	Photo Color	Finger Print	Laminating Room	File Room
18.		Receives finger print classification forms from FBI and files.						

NOTE: The above procedure does not include the daily work measurement (Statistical Information) recorded for reporting purposes.

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REQUEST FOR CREDENTIAL

NAME	SECURITY FILE NO.	OFFICE	BADGE NO.	PROCESSING DATE

SEX ☐ MALE ☐ FEMALE	DATE OF BIRTH	AREA	SERIAL NUMBER

TYPE OF BADGE

☐ BUILDING PASS	☐ EMP. IDENT. CARD	☐ LIMITED PASS	☐ SPEC. PRIV. SEC. PASS	☐ CONTACT CRED.	☐ TEMP. CONTACT CRED.	☐ GSA BADGE	☐ COURIER FIRE ARMS

REQUEST THIS INDIVIDUAL BE ISSUED A CIA CREDENTIAL. IT IS UNDERSTOOD THAT SUBJECT MUST COMPLY WITH THE FOLLOWING REQUIREMENTS PRIOR TO THE ISSUANCE OF THIS CREDENTIAL:

SECURITY INDOCTRINATION	FINGERPRINTS		
DATE	DATE		

SIGNATURES		SIGNATURES	
Signature of Employee	Date	Signature of Employee	Date
Signature of Employee	Date	Signature of Employee	Date
Signature of Employee	Date	Signature of Employee	Date

Obsolete previous editions

FORM 1326
5-61

EXHIBIT 3

EQUIPMENT COMPARISONS

Based on 100% Capacity being 20,000 Envelopes

		Cost	Filing Capacity	Floor Space Required
1.	IBM Card Cabinets	$700.	110%	20 sq. ft.
2.	Simplafind Elevator File	3,965.	100%	24 sq. ft.
3.	Diebold Elevator File	4,190.	100%	30 sq. ft.
4.	Conve'Filer Elevator File	5,292.	50%	36 sq. ft.
5.	Mosler Roto-File	4,485.	50%	40 sq. ft.
6.	Roll-Dex Double-Deck	2,112.	40%	72 sq. ft.
7.	Wassell Rotor-File	4,800.	100%	80 sq. ft.
8.	Roll-Dex Trans-Dex	4,216.	75%	98 sq. ft.